

1 FAM 360

OFFICE OF MEDICAL SERVICES (MED)

(CT:ORG-337; 07-21-2014)
(Office of Origin: MED/DIR/QI)

1 FAM 361 MEDICAL DIRECTOR / DESIGNATED SAFETY AND HEALTH OFFICIAL (DASHO) FOR THE OFFICE OF MEDICAL SERVICES (MED)

1 FAM 361.1 Responsibilities

(CT:ORG-337; 07-21-2014)

- a. The Medical Director is an experienced Foreign Service physician and is responsible for the worldwide medical program for the Department and other participating Federal Agencies. The Director reports directly to the Under Secretary for Management. The Medical Director position is equivalent to Assistant Secretary and he or she advises the Secretary through the Under Secretary for Management on all health issues and provides international and domestic medical support to members of the Foreign Service and other eligible U.S. Government employees, and to such individuals' eligible family members.
- b. The worldwide health program of the Department is concerned with providing medical support through policy and planning to members of the Foreign Service and other eligible U.S. Government employees, and to such individuals' eligible family members. Responsibilities of this office include:
 - (1) Operation of a worldwide and domestic health program for eligible beneficiaries;
 - (2) Administration of medical claims, reimbursements, and expenditures for the medical program;
 - (3) Oversight of recruitment, hiring, assignments and staffing of medical providers at posts abroad;
 - (4) The overall substantive responsibility for Volume 16 of the Foreign Affairs Manual (Medical Program);

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- (5) Oversight of preventive medicine programs;
 - (6) Providing medical intelligence and technical advice to the Department on natural disasters, epidemics, and terrorist acts against the U.S. Government;
 - (7) Providing medical intelligence and technical advice to the Department on natural disasters, epidemics, and terrorist acts against the U.S. Government; and*
 - (8) Provide technical review of contracts and other agreements designed to provide medical care to eligible Government employees, and ongoing quality assurance support through the contract's period of performance.*
- c. The Medical Director also serves as the Designated Agency Safety and Health Official (DASHO) and coordinates work force health and safety issues with A/OPR and OBO/SHEM in accordance with 1 FAM 211.2, 1 FAM 213 and 15 FAM 921.

1 FAM 361.2 Organization

(CT:ORG-195; 09-15-2008)

An organizational chart of the Office of Medical Services is found in 1 FAM Exhibit 361.2.

1 FAM 361.3 Authorities

(CT:ORG-329; 05-14-2014)

The Office of Medical Services derives its authority from:

- (1) The Foreign Service Act of 1980, as amended, 22 U.S.C. 3901 et seq., particularly sections 901 (Travel, Leave, and Other Benefits) (22 U.S.C. 4081) and 904 (Health Care) (22 U.S.C. 4084) of the Act;
- (2) The State Department Basic Authorities Act of 1956, as amended, 22 U.S.C. sections 2651a et seq., particularly sections 1-4;
- (3) The Occupational Safety and Health Act of 1970, as amended, 22 U.S.C. 651 et seq., particularly at 29 U.S.C. section 668, and implementing regulations at 29 CFR section 1960.6;
- (4) The Privacy Act of 1974, as amended, 5 U.S.C. 552a;
- (5) The Freedom of Information Act of 1966, as amended (FOIA), 5 U.S.C. 552, and implementing regulations at 22 CFR Part 171.

1 FAM 362 DEPUTY MEDICAL DIRECTOR FOR THE OFFICE OF MEDICAL SERVICES (MED)

(CT:ORG-329; 05-14-2014)

- a. The Deputy Medical Director for the Office of Medical Services (MED) reports to the Medical Director/DASHO and participates fully in the operation and management of MED. The Deputy Medical Director is equivalent to a deputy assistant secretary and, when designated, this individual serves as acting Medical Director/DASHO.
- b. As designated by the Medical Director, the Deputy Medical Director oversees the activities of the domestic and field medical program and those operating elements responsible for administering the medical program for the Department. This individual provides direct supervision and executive managerial oversight to the:
 - (1) Clinical Director (MED/C);
 - (2) DASHO Office Director;
 - (3) Director of Mental Health Services;
 - (4) Director of Foreign Service Health Practitioners Program;
 - (5) Executive Director;
 - (6) Director of Quality Improvement;
 - (7) Director of Operational Medicine; and
 - (8) Regional medical managers.
- c. The Deputy Medical Director must be an experienced Foreign Service physician who is familiar with all major functions of MED. He or she is responsible for representing MED, serving as liaison with Department bureau heads, chiefs of mission, and staff members abroad.

1 FAM 362.1 Clinical Director for Office of Medical Services (MED/C)

(CT:ORG-329; 05-14-2014)

- a. The Clinical Director is responsible for primary healthcare services for the Department of State and employees and eligible family members participating in the medical program. The Clinical Director develops and implements medical policy for the Department's worldwide medical program. In this respect, he or she provides oversight, supervision, and direction to the following divisions within MED:
 - (1) Examination Clinic;

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- (2) Foreign Programs;
 - (3) Medical Clearances;
 - (4) Medical Laboratory;
 - (5) Travel Medicine; and
 - (6) Infectious Diseases.
- b. The Clinical Director must be an experienced Foreign Service physician. He or she reports directly to the Deputy Medical Director.

1 FAM 362.2 Designated Agency Safety and Health Office Director (MED/DASHO)

(CT:ORG-329; 05-14-2014)

- a. The Designated Agency Safety and Health Office Director (MED/DASHO) has full authority and responsibility for the coordination of program objectives within the Department. Within MED, the position provides leadership and oversight to the Occupational Health and Wellness programs. The MED/DASHO Office Director directly supervises the:
- (1) Deputy DASHO Office Director;
 - (2) Chief of Occupational Health Program; and
 - (3) Medical epidemiologist.
- b. The DASHO Office Director must be an experienced Foreign Service medical practitioner. He or she reports directly to the Deputy Medical Director.

1 FAM 362.3 Director of Mental Health Services (MED/MHS)

(CT:ORG-329; 05-14-2014)

- a. The Director of Mental Health Services has responsibility for mental health programs worldwide. He or she oversees the regional medical officer/psychiatrists (MED/RMO/Ps) assigned abroad. The Director of Mental Health Services supervises:
- (1) The Deputy Director of Mental Health Services. The Deputy serves as acting Director of Mental Health Services when designated;
 - (2) Chief of the Deployment Stress Management Program;
 - (3) Chief of Employees Consultation Services; and
 - (4) Chief of the Alcohol and Drug Awareness Program (ADAP).
- b. The Director of Mental Health Services, or the Deputy Director, is

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responsible for medical evacuation, hospitalization, treatment referrals, and the medical clearances system of mental health patients for MED. He or she is also responsible for recruitment, training, hiring, and assignments of RMO/Ps assigned abroad.

- c. The Director of Mental Health Services must be an experienced Foreign Service physician who is board-certified in Psychiatry. He or she reports directly to the Deputy Medical Director.

1 FAM 362.4 Director of the Foreign Service Health Practitioners Program (MED/FSHP)

(CT:ORG-329; 05-14-2014)

- a. The Director of the Foreign Service Health Practitioners Program (FSHP) oversees the FSHP assignment process, develops the curriculum for the continuing medical education programs, and oversees Foreign Service medical personnel orientation and the FSHP mentoring program. In addition, he or she manages the staffing support for health units abroad and acts as the point of contact for locally engaged nursing staff issues. The director also coordinates with MED/EX/HR on professional outreach and career development and assignment of Foreign Service health practitioners.
- b. The Director of the FSHP Program must be an experienced Foreign Service health practitioner. He or she reports directly to the Deputy Medical Director. He or she supervises the deputy director of the FSHP program and the FSHP rover.

1 FAM 362.5 Executive Director (MED/EX)

(CT:ORG-329; 05-14-2014)

- a. The Executive Director is responsible for management and administrative operations to ensure that policies and programs of the Office of Medical Services are efficiently and effectively implemented.
- b. The Executive Director provides leadership and oversight to the following sections and activities:
 - (1) The Deputy Executive Director;
 - (2) Financial Management and Claims;
 - (3) Medical Informatics and Medical Records;
 - (4) Human Resources; and
 - (5) Medical Supply and Support.
- c. The Executive Director must be an experienced Foreign Service officer

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with extensive management experience both domestically and abroad. He or she reports directly to the Deputy Medical Director.

1 FAM 362.6 Director of Quality Improvement (MED/QI)

(CT:ORG-329; 05-14-2014)

- a. The Director of Quality Improvement is responsible for policies affecting health care delivery for the Foreign Service. These responsibilities include verification and maintenance of professional credentials of healthcare providers, evaluation of risk-management issues, and determination and measurement of a quality management system for MED utilizing the International Organization for Standardization (ISO) 9001:2008 quality-management standards.
- b. The Director of Quality Improvement must be an experienced physician who also acts as the privacy officer for MED. He or she reports directly to the Deputy Medical Director.

1 FAM 362.7 Regional Medical Managers (RMM)

(CT:ORG-329; 05-14-2014)

- a. RMMs responsible for a designated geographic region abroad and provides direct clinical supervision to Foreign Service Regional Medical Officers (RMOs) and Foreign Service Healthcare Practitioners (FSHPs) assigned within their regions. RMMs report directly to MED senior leadership on issues regarding the medical program at posts and on the performance of medical providers in their regions.
- b. The RMMs are responsible for MED-specific management issues at posts in their regions, including requirements for health units, medical staffing, and mentoring of recently hired medical employees.
- c. An RMM must be an experienced Foreign Service physician. He or she is supervised by the Deputy Medical Director.

1 FAM 362.8 Director of Operational Medicine (MED/OM)

(CT:ORG-329; 05-14-2014)

- a. The Director of Operational Medicine is responsible for policy development, planning, resourcing, and executing health support activities in high threat environments outside the normal Health Unit activities.

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- b. The Director of Operational Medicine supervises the Division Chief for Emergency Preparedness, the Department of Defense Medical Planning Fellows, and the Emergency Management Specialists.
- c. The Office of Operational Medicine (MED/OM):
 - (1) Develops and directs medical support to contingency, stabilization, disaster, and protective operations;
 - (2) Manages assigned liaison activities with medical support counterparts within the Departments of Justice, Homeland Security, Interior, Defense, and other government organizations;
 - (3) Develops and directs deployable medical support to high threat posts as directed by the Medical Director;
 - (4) Develops and directs medical support and programs for the Bureau of Diplomatic Security;
 - (5) Assists with the development and management of medical training, sustainment, and integration programs for Chief of Mission personnel deploying to high threat environments;
 - (6) Collaborates with DS/C/WMD in the identification of emerging biological and chemical threats to the Department's operations;
 - (7) Coordinates the Department's Medical Counter-Measures Program for biological and chemical warfare agents;
 - (8) In coordination with MED/QI, ensures the quality of emergency medical response education programs for Foreign Service and other Chief of Mission personnel; and
 - (9) Supervises the planning, resourcing, and logistical management of centrally administered MED programs for emergency response kits and strategic overseas pharmaceutical stockpiles.
- d. The Director of Operational Medicine must be an experienced physician board-certified in Emergency Medicine. He or she reports directly to the Deputy Medical Director.

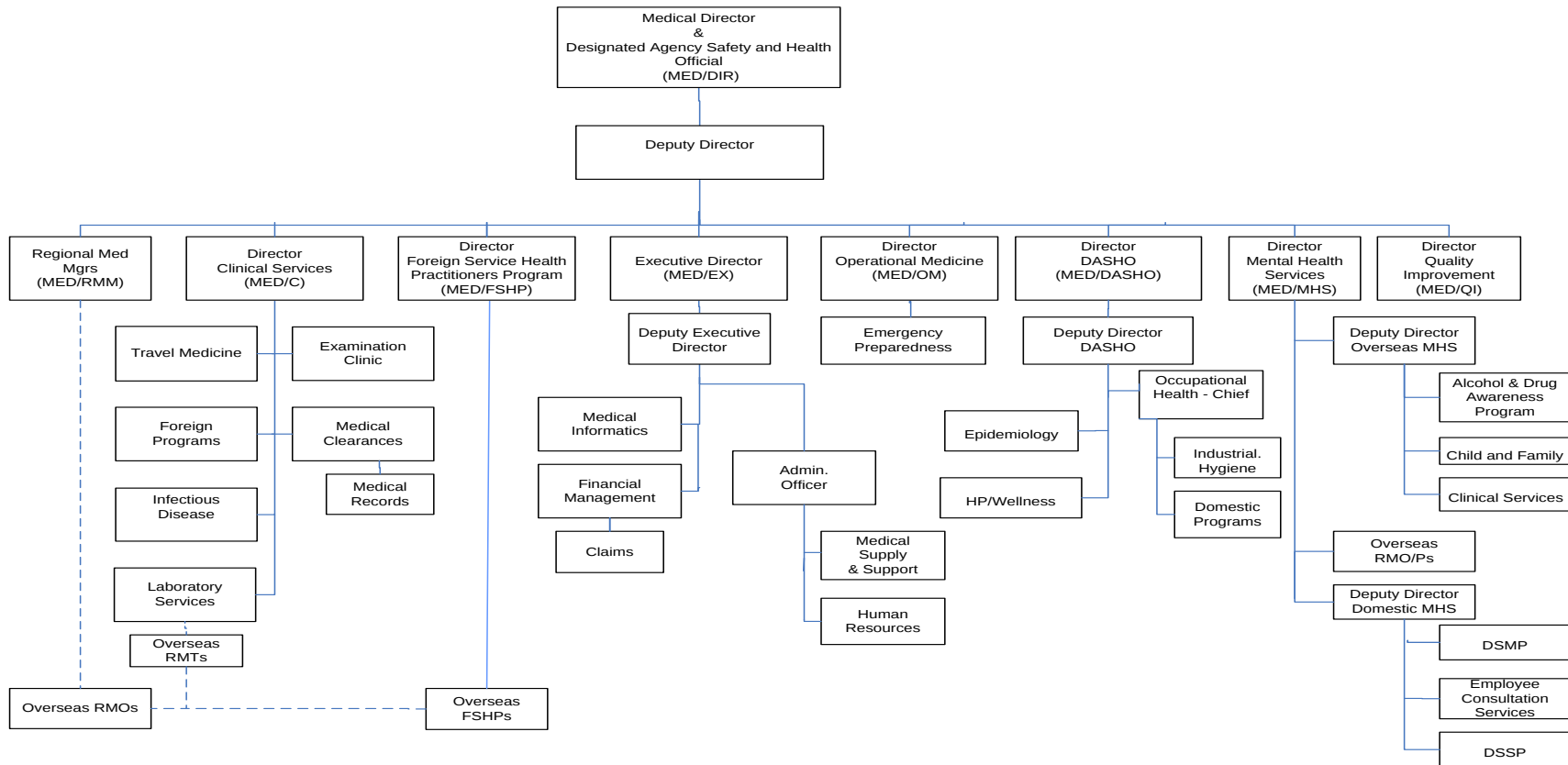
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1 FAM Exhibit 361.2 Office of Medical Services (MED)

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